

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: SENIOR HUMAN RESOURCES TECHNICIAN

PERSONNEL COMMISSION APPROVAL:	
JOB CODE:	0609
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	TECHNICIANS

JOB SUMMARY

Under general supervision, the Senior Human Resources Technician performs a variety of administrative, paraprofessional and technical support services and programs in assigned areas, which may include Benefits Administration, Recruitment and Selection, Training and Development, Workers' Compensation and Liability, Safety, Employee Records, or other related areas.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Human Resources Manager, Risk Manager, Principal Personnel Analyst

DISTINGUISHING CHARACTERISTICS

Differs from the Personnel Assistant in that the Senior Human Resources Technician is an advanced journey-level classification in the series requiring significant experience in the human resources/risk management environment, while the Personnel Assistant is a journey level classification requiring minimal human resources/risk management-specific experience. Differs from the Personnel Analyst in that the latter is a professional level classification which performs more complex administrative and analytical assignments.

EXAMPLES OF ESSENTIAL DUTIES:

- Participates in the recruitment, testing, and selection of employees; prepares advertisements and recruitment job flyers; schedule and coordinate written tests, performance tests, and interviews; advertise and post job bulletins; proctor examinations; prepare and send rater communications
- Maintains communication with applicants at all steps of the selection process, as assigned; processes employee pre-placement physical examination paperwork and coordinates background checks
- Utilizes the applicant tracking system; answers questions regarding recruitments, application procedures, employment procedures, and basic salary administration practices
- Participates in planning, organizing and administering employee benefits including medical, dental, vision, life, voluntary insurance plans and retirement plans; conducts benefits orientations; prepares and distributes benefits communication materials as assigned

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- Organizes and coordinates open enrollment meetings; distributes benefits documents in compliance with legal and regulatory requirements; interprets and counsels employees regarding employee benefit plan coverage eligibility and claims procedures; verifies employee and dependent plan eligibility
- Establishes and maintains employee personnel, medical, benefits, and other related administrative and confidential files; maintain records according to the City's record retention standards
- Processes Personnel Action Forms (PAFs) involving appointments, promotions, reclassifications, leaves, separations, and retirements; reviews for accuracy, verifies appropriate supporting documentation is provided, ensures requests conform to current policies, and obtains required signatures
- Updates employee status changes in the associated systems; determines benefits eligibility and calculates benefit plan rates; processes employee benefits enrollment and benefits payroll deductions
- Performs accounts payable duties including processing invoices, entering requisitions, and reconciling purchase orders; identifies errors or discrepancies and resolves before processing
- Administers I-9 program, Department of Justice applicant clearance log, Department of Motor Vehicles Employer Pull Notice Program, Department of Transportation and Federal Motor Carrier Safety Administration (FMCSA) requirements, and/or Certificates of Insurance/Liability
- May assist with workers' compensation and liability claims
- Reviews and logs employee performance evaluations; tracks evaluations for timely submission; reports past due performance evaluations to the appropriate staff member
- Responds to employee and retiree questions and concerns; resolves issues
- Maintains and updates onboarding forms including policies and procedures, under the direction of supervisory or management staff
- Participates in special projects, including job fairs, training programs, open enrollment, and related events; coordinates and integrates program services and activities with other agencies and City departments
- Participates in data collection for studies, reports and surveys; prepares reports
- Interprets and applies Federal, State, and local laws and regulations concerning human resources programs
- Receives and screens visitors, telephone calls, emails, and requests for information, providing a high level of customer service to both external and internal customers; provides general administrative support to various human resources functions
- Provides technical and functional training to clerical staff
- Operates standard office equipment, including job-related hardware and software applications, record keeping applications, and multi-line telephones
- Reports to work as scheduled; works a variety of schedules including evenings, weekends, and holidays as required.
- Performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by

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positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of human resources administration, programs, and services
- Labor and equal employment laws and employee relations techniques
- Employee benefits administration, risk management, workers' compensation, tort/civil liability, property or casualty insurance, and/or self-insured program operations
- Principles, systems and methods of position classification, wage and salary administration, recruitment, selection and training
- Occupational safety and health laws and regulations
- Record-keeping principles and practices
- Communication techniques required for gathering, evaluating and transmitting information
- Statistical measurements and recordkeeping methods and techniques
- Related standard office software, applicant tracking, and HRIS systems
- English usage, grammar, spelling, vocabulary, and punctuation
- Exceptional customer service techniques

Ability to:

- Perform technical and administrative human resources work in assigned areas
- Work confidentially with discretion
- Communicate effectively both orally and in writing and prepare and present written and oral information in a clear, concise and accurate manner
- Gain cooperation and compliance with requests by speaking logically and clearly
- Respond to and prioritize multiple calls and requests for service
- Organize work, set priorities, and meet critical time deadlines
- Interpret rules and regulations, laws and policies and apply them in a variety of procedural situations
- Enter and retrieve data from computer applications with sufficient speed and accuracy to perform assigned work
- Establish and maintain effective working relationships with staff, City officials, representatives of other governmental agencies and the general public
- Maintain moderately-complex department records, files and data
- Understand and follow oral and written instructions
- Perform assignments rapidly and accurately with considerable independence

Education: High school diploma or equivalent certificate supplemented by college coursework or specialized training in office, business or public administration or human resources. Associate's degree from an accredited college or university in Business, Public Administration, Human Resources or other related field is desirable. Bachelor's degree may substitute for one (1) year of the required experience.

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Experience: Three (3) years of progressively responsible clerical, technical, or administrative support experience within a human resources department. Experience working within a public sector agency is preferred.

License/Certificates: A valid California Class C driver license with an acceptable driving record required by time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed primarily indoors. The incumbent sits for prolonged periods. Stands and walks to retrieve work files or to other departments or office locations. Leans, bends and stoops to perform work behind a desk or to retrieve information. Pushes, turns or twists to move chair or body from desk. Reaches to place or retrieve files or open file drawers or cabinets. Light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard. Requires vision to read correspondence, view various media and other information. Requires hearing and speech to communicate in person, before groups, and over the telephone. When work is performed outdoors or at events, there is full exposure to various weather conditions. May require walking on uneven ground and working around machinery, equipment, fumes, dirt and gas.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Drafted November, 2021